

**Unapproved**

**SALEM BOARD OF FINANCE  
SPECIAL MEETING MINUTES  
March 3, 2011**

**PRESENT**

Carole Eckart  
T. J. Butcher  
George Householder  
Greg Preston  
Roland Traylor  
Janet Griggs  
Bill Weinschenker

**ABSENT**

B. Weinschenker called the meeting to order at 7:02 PM

**1. Proposed appropriations for the 2011/2012 Budget.**

**A. Salem School Budget 20011/2012(Packet Included)**

Dan Kung first informed the BOF about the saving in the 2009/2010 budget year. The saving last year was approximated \$200,000. The BOE allocated some of this fund to purchase technology items and repairing the boiler that where items request, but not funded in the 2009/2010. Approximately \$71,000 was return to the Town.

Chairman Weinschenker asked how much was used for computers, repairs and curriculum. There was nothing in the presentation to address how much was spent on each item.

This year's unexpected expense was snow removal in the amount of \$45,000. D. Kung hopes that their budget would be able to absorb this unexpected expense.

Dan Kung, Chair of the BOE, presented the Salem School budget. The presentation began with the overall budget. This included goals, enrollment, staff and class sizes.

The overall goal of the BOE is to improve performance. Student enrollment is declining. Enrollment figures for the 2011/2012 budget year are as follows: ES/EM- 439-460, ELHS –

239-255, other 79. Administrative staffing will be reduced from 3.8 to 3.6. The Superintendent will go from 1 FTE to .6 FTE with full benefits. The Music teacher hours will increase by .2 FTE making this position fulltime, and three teachers that were station at ELHS, will move to Salem School. D. Kung informed the BOF, that it will be hiring a new staff member to monitor the visitors that enter the school. With the renovation work that will be taking place, more people will be entering the building. Adding this person will enable other staff to focus on their job responsibilities. G. Householder asked D. Kung how much this person is being paid. Eighteen Thousand dollars will be the salary for this position.

The transportation and tuition cost is projected to decrease in the coming budget. This decrease is in the out of district area. Special needs students will now be addressed in house.

D. Kung informed the BOF that some items, that were originally requests on the Capital list, have been absorbed by the school in their budget. These items are #1, 11, and 12. Item #9 which is room #152, was deleted from this list. The architect and contractor assured D. Kung that all floors will be protected and damages during the renovation is not an issue.

The BOE is using the one time Federal Government Education Job Fund Grant to retain staffing. The members of the BOF were concerned with funding a teacher's position with this grant and how this will impact the 2012/2013 year. This is not an increase of a position. The decrease in salary mention earlier in the presentation is realized with this new grant.

G. Householder asked Dan for a breakdown of all students in all grades. The student grade average is 17 students with a range of 14-21. G. Preston asked how many grades there where for second grade and third grade. There are three second grades and two third grades.

G. Householder wanted to know the number of computers and how old each one is town wide.

The total BOE proposed budget for the 2011/2012 year is \$10,044,963.

J. Griggs asked about the MBR (minimum budget requirements), since the proposed budget is \$32,630 less than last year. D. Kung stated that as of today there is no law on the books that he is aware of.

G. Householder commented on the lateness of the budget being available for review. Other department budgets were available before the BOF meeting.

Chairman B. Weinschenker asked the BOF if they wanted to review the School's budget line by line. It was agreed that this was the way they have done it in the past.

Chairman Weinschenker asked if there were any questions on:

**Page 1: "Salaries and Benefits".**

G. Householder asked about the Superintends benefit.

This position has full benefits. G. Preston asked about increases in teacher's salary. D. Kung stated the contract increase is 3% for the next 2 years.

**"Services Purchase"**

G. Householder asked about the increase in legal fees (16.13%). Legal fees area for contracts and special education information.

**Page 2: "Tuition and Supplies".**

The BOF asked about the Adult Education budget. It was explained that the total cost of sending students to Norwich Adult Education Program was \$14,235. The State reimburses the Town of Salem portions of this expense.

**Page 3: "Tuition/Transportation and Special Education"**

G. Preston asked how many special education students were enrolled in the school.

K. Gadaree informed the BOF that there were 255 students of which 25students required special education.

**Page: 4 "Out of District Services"**

No questions.

**Page: 5 "Salaries/Benefits"**

B. Weinschenker asked about the stipend line with a 13.92% increase. K. Gadaree stated that this is for a superintendent and a math count stipend that was not offered last year. B. Weinschenker stated again that the \$181, 000 Job Grant is being used to restore or maintain jobs in other areas.

**Page: 6 “Service Purchases”**

G. Householder asked about the Health and Safety Inspection line. The State’s DEP department is requiring the school to have the septic system monitored a few times per year. This will be done by an engineer.

Under Staff Development it was noted that course reimbursement line increase 190%. A survey was done by K. Gadaree asking the staff what classes they were planning on taking in the 2011/2012 year. This line amount is based on this survey. Their contract states 100% reimbursement for these courses.

**Page: 7 “Utilities/Maintenance/Repairs”**

G Householder asked if the school has locked in fuel prices for the 2011/2012 budget year. K. Gadaree did not lock in yet. The \$2.86 per gallon price is just an estimate.

**Page: 8 “Instructional Supplies/Support Programs”**

The member of the BOF asked about the increase in athletic equipment. It was stated that the BOE is not offering the program “Pay as you play”.

**Page: 9 “Library/Equipment**

B.Weinschenker asked about the prices of the computers and instructional equipment. D. Kung stated that the cost of the smart board and lap top set is \$5,500. B. Weinschenker asked if it was safe to estimate that 1/3 of the cost was for the smart board and 2/3 for computer. Dan agreed with this estimate.

The BOF commended D. Kung on his presentation. The Chairman stated that there is a lot of information in the BOE budget. He would like more time to study the budget presented. Both C. Eckart and G. Preston agreed.

**M/S/C (Householder/T J Butcher) to table any action on the BOE 2011/2012 budget until the next meeting.**  
**Vote: Approved Unanimously**

**B. Revenue (Packet Included)**

**Dept. 91 General Property Tax**

**The BOF could not act on Dept. #91 because of errors on the spreadsheet.**

**M/S/C (Householder/T J Butcher) to table any action on the #91 2011/2012 budget until the next meeting.**

**Dept. 92 State and Federal Grants**

**M/S/C (Preston/Eckart) to approve Dept. # 92 in the amount of \$260,362 subject to revision at the 3/24/2011 meeting for presentation at public hearing.**

**Dept. 93 State and Federal Grants for Education**

**M/S/C (Butcher/Griggs) to approve Dept. # 93 in the amount of \$3,156,471 subject to revision at the 3/24/2011 meeting for presentation at public hearing.**

**Dept. 94 Licenses & Permits**

**M/S/C (Preston/Griggs) to approve Dept. # 94 in the amount of \$138,975 subject to revision at the 3/24/2011 meeting for presentation at public hearing.**

**Dept. 95 Charges for Currents Services**

**M/S/C (Butcher/Griggs) to approve Dept. # 95 in the amount of \$40,000 Subject to revision at the 3/24/2011 meeting for presentation at public hearing.**

**Dept. 96 Revenue for use of Town Money**

**The BOF could not act on Dept. #96 because no amount is given on the spreadsheet.**

**M/S/C (Householder/T J Butcher) to table any action on the #96 2011/2012 budget until the next meeting.**

**Dept. 97 Charges for Currents Services**

**M/S/C (Butcher/Griggs) to approve Dept. # 97 in the amount of \$44,501**

**Subject to revision at the 3/24/2011 meeting for presentation at public hearing.**

**C. 10 Year Capital Plan**

Chairman Weinschenker stated that the member should have a copy of the 10 year capital plan in their packet. No action needs to be taken on this tonight.

G. Preston informed that BOF that there are there are a number of things that were not on last **year's 10 year Capital list.**

**Adjournment**

**M/S/C (Householder/Eckart) to adjourn at 9:05 pm.**

**Vote: Approved Unanimously**

**Virginia Casey**

**Recording Secretary**